

MADERA COUNTY

LEGAL ASSISTANT

DEFINITION

Under general direction, performs a wide variety of responsible legal support services for the staff in the office of assignment to include legal research, drafting legal documents, litigation support, computer legal processing, department-client and public contact; and performs related duties as required.

SUPERVISION EXERCISED

Exercises no supervision.

DISTINGUISHING CHARACTERISTICS

This class is characterized by the responsibility to perform legal research and/or support attorneys in assignments requiring an advanced working knowledge of the law and legal procedure in the office of assignment. This class is distinguished from that of Legal Secretary II in that the Legal Secretary II is used primarily for the provision of legal secretarial support. Incumbents will generally receive assignments involving the preparation of legal documents and routine legal research including searching government codes for pertinent information.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Conducts research for and prepares drafts of, legal documents and memoranda for attorney review and approval; analyzes statutes, court decisions and other legal authorities; researches necessary facts and background information from other county departments, other agencies and the public; prepares drafts of various legal documents, including but not limited to, opinions, ordinances, resolutions, leases, contracts, contract amendments and pleadings for attorney review and approval; prepares documents and performs tasks necessary for pretrial preparation; organizes and maintains files and materials; prepares reports, operates legal research computer system and maintains law library used by staff; maintains files of opinions and memoranda written by staff; reviews contracts for compliance with statutes, court decisions and other legal authorities; assists attorneys in the less complicated and technical research; assists in maintaining the County Code; assists attorneys in litigation matters; and reviews and implements new work methods and procedures and assists in the development of procedures and training manuals.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Legal documents and their use.
- Filing procedures and legal terminology.
- Principles and practices of the law pertaining to the office of assignment.
- Methods of legal and factual research.
- Discovery techniques.
- Drafting legal memoranda.
- County government functions and legal responsibility.
- Use of legal research computer systems and word processor.
- Legal office practices and procedures.

***Madera County
Legal Assistant (Continued)***

Skill to:

Operate modern office equipment including computer equipment.
Type at a rate necessary for successful job performance.

Ability to:

Conduct legal research.
Draft legal instruments, resolutions, memoranda, pleadings and contracts.
Communicate effectively both orally and in writing.
Follow written and verbal instructions.
Develop and maintain effective working relationships with attorneys, coworkers and others.
Coordinate document processing.
Arrange support services for attorneys.
Identify and resolve problems.
Handle a large and varied assignment to meet fixed or fluctuating deadlines and to achieve work objectives.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education:

Completion of paralegal, legal secretarial, legal office practices, legal procedure or other law related course work.

Experience:

Three years of experience preparing a variety of legal documents in a public or private law office, including extensive experience using computerized legal resource systems such as Lexis or Westlaw.

License/Certificate:

Possession of, or the ability to obtain, a valid driver's license issued by the California Department of Motor Vehicles.

Possession of a certificate of completion as a paralegal from an accredited college or program.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment.

Effective Date: August 2004